



Juvenile
Abuse &
Neglect
Information
System

Juvenile Abuse and Neglect Information System

J A N I S

User Guide

Version 3.0
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West Virginia Court Improvement Program Oversight Board

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I. INTRODUCTION

A. About JANIS

The **Juvenile Abuse and Neglect Information System**, JANIS, has been developed by the West Virginia Supreme Court of Appeals under the direction of the West Virginia Court Improvement Program (CIP) Oversight Board. The principal objective of the system is to facilitate and expedite the handling of child abuse and neglect cases by efficiently generating case orders and motions.

JANIS operates in PC/Windows environment using FileMaker Pro software.

B. Why Use JANIS

The JANIS software offers the following advantages:

- It is user friendly
- Case and party information needs to be entered only once
- Orders can be generated in the courtroom
- Form language meets statutory and rule requirements
- Forms may contain stock and custom language
- Forms act as checklists for the various types of hearings
- Helps track orders and motions
- Generates case summary sheets
- Saves forms in Word® or WordPerfect® format
- Timeline feature that calculates hearing deadlines and provides customized reports.

C. Installation Process

The installation process takes one to two minutes and automatically creates an icon for your computer, so that JANIS can be accessed from your desktop.

To install JANIS:

a. From Installation CD

1. Shut down any active Windows applications;
2. Insert the installation disk into the CD-ROM drive of your computer;
3. Follow on-screen instructions.

b. From Download

1. Click on link to JANIS installer;
2. Select “Save”;

3. Select destination for saved installation file;
4. When download is complete, click “Run”;
5. Follow on-screen instructions.

D. Importing Data

The “Professionals” data may be imported into JANIS version 3.0 from versions 2.0. To do so, please call Pete Conley at (304) 624-6391, or John Hedges at (304) 296-0123 for instructions.

II. BEGINNING ESSENTIALS

A. Main Menu

To access JANIS after the initial installation, click on the JANIS icon on your desktop, which will open the program and display the Main Menu screen - Figure 1.

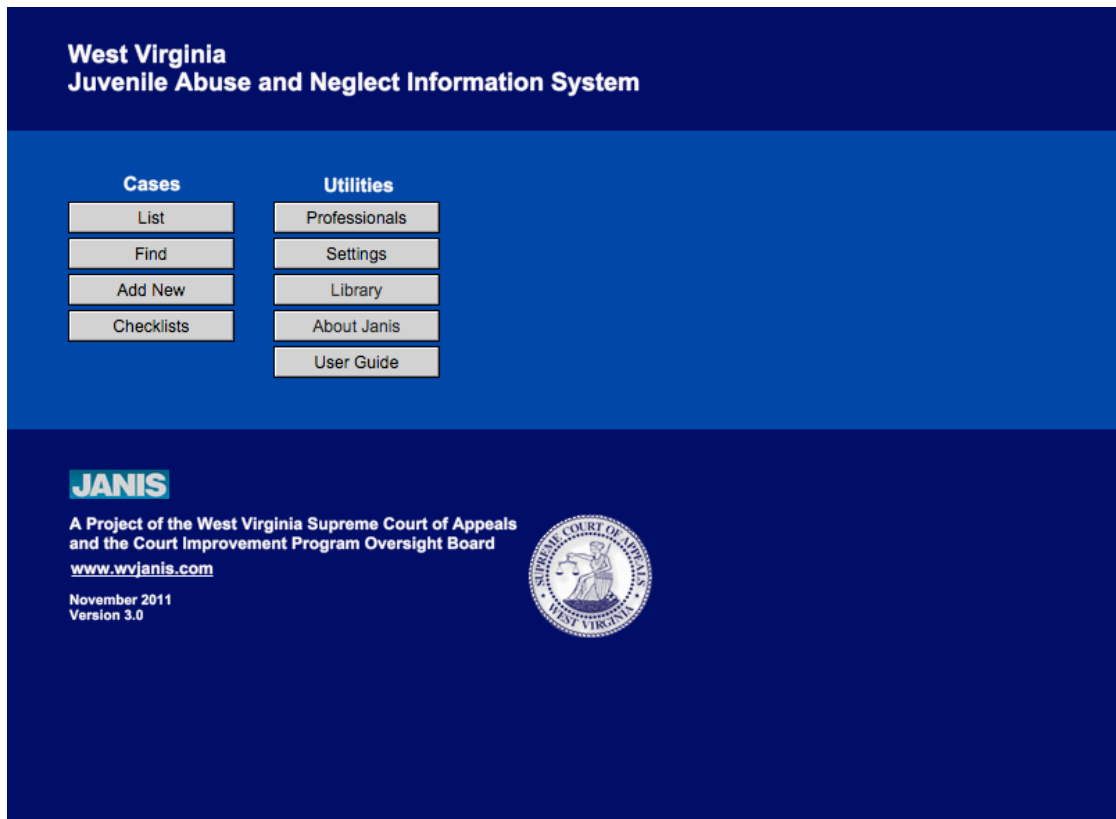




Figure 1

User Tip: To “zoom in” on the screen so that the text and objects are larger, click on the button shown here,  which is located on the extreme lower left corner of the screen.

To “zoom out” on the screen, click on .

There are eight options on the Main Menu. Under **Cases** the four choices are: *List*, *Find*, *Add New*, and *Checklists* and under **Utilities** the choices are: *Professionals*, *Setup*, *Library*, and *About JANIS*.

1. Cases

List – Display a list of all cases and open any specific case.

Find – Find specific cases meeting selected search criteria.

Add New – Create a new case.

Checklists – View and print the checklist for a particular type of hearing for later preparation of the order.

2. Utilities

Professionals – Enter and edit information regarding the professionals associated with abuse and neglect cases in your circuit.

Settings – Choose default identifiers for all forms generated by JANIS, such as "Civil Action No." or "Juvenile Abuse and Neglect No."

Library – Enter and retrieve custom phrases and paragraphs you frequently use in orders and motions.

About JANIS – JANIS license information.

Note: To return to the Main Menu from any screen, click the *Main* or *Main Menu* button.

B. Starting Up

Before entering case data and generating forms, start with information global to all cases which needs to be entered only once, such as professionals and settings preferences. You may also want to add any custom library text that you anticipate using in motions or orders on a regular basis.

1. Professionals

Before adding a new case, enter data for all known professionals involved in the case. You can do this at any time, but it is easiest to have the professionals data entered **before** you add a new case. All information entered in the professionals database will be stored for retrieval and use in any case. To view the professionals database, click the *Professionals* button on the Main Menu. The system displays the screen pictured in Figure 2.

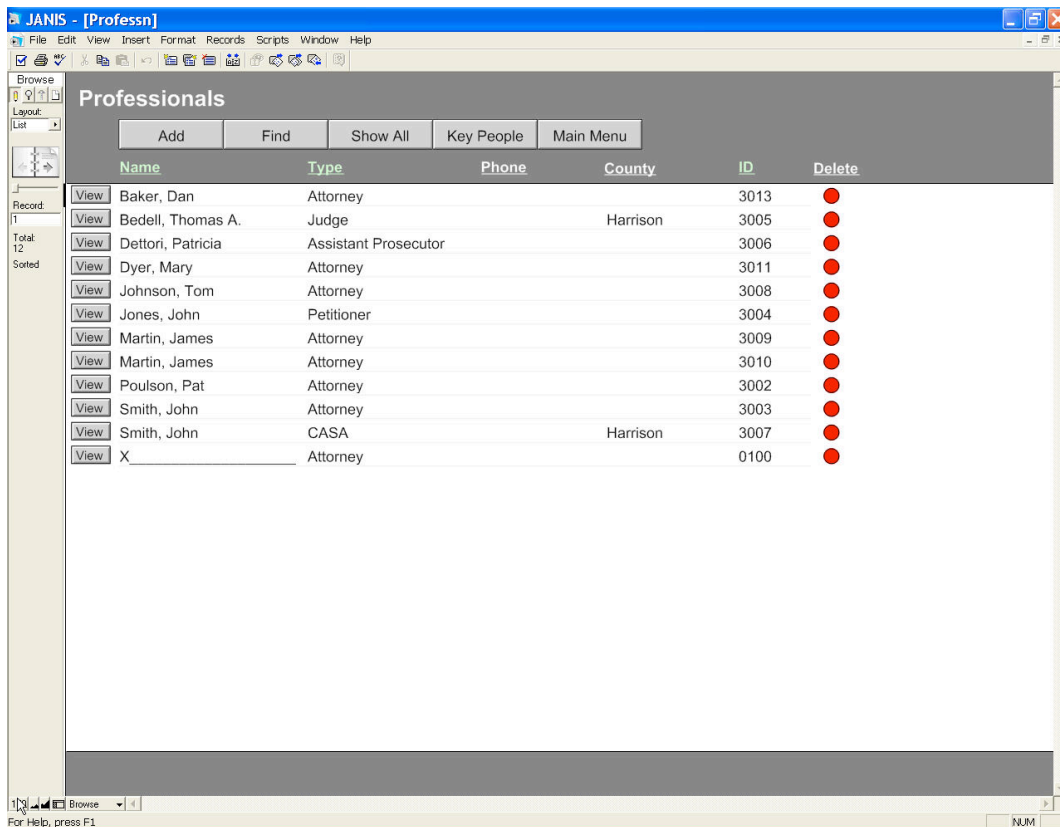


Figure 2

User Tip: At any time, you may enter the information for the professionals (e.g. judges, prosecutors, counsel, etc.) typically involved in abuse and neglect cases in your circuit, which will then be available for selection and use in all cases.

Adding a Professional

- From the **Professionals** screen, click the *Add* button to display the **Add Professionals** screen (Figure 3).
- Select the type of professional to be added, and click *Add*.
- Continue to enter the pertinent data. You do not need to do anything to "save" entered data -- it will be saved when you exit the screen.
- If you wish to add another professional, simply click the *Add* button to begin the process again.
- Professionals may also be added when a new case is being entered into the system.
- The "X_____" "professional" is provided to allow you to insert blanks instead of names of attorneys so that the judge can fill in the names of counsel appointed to a new case.

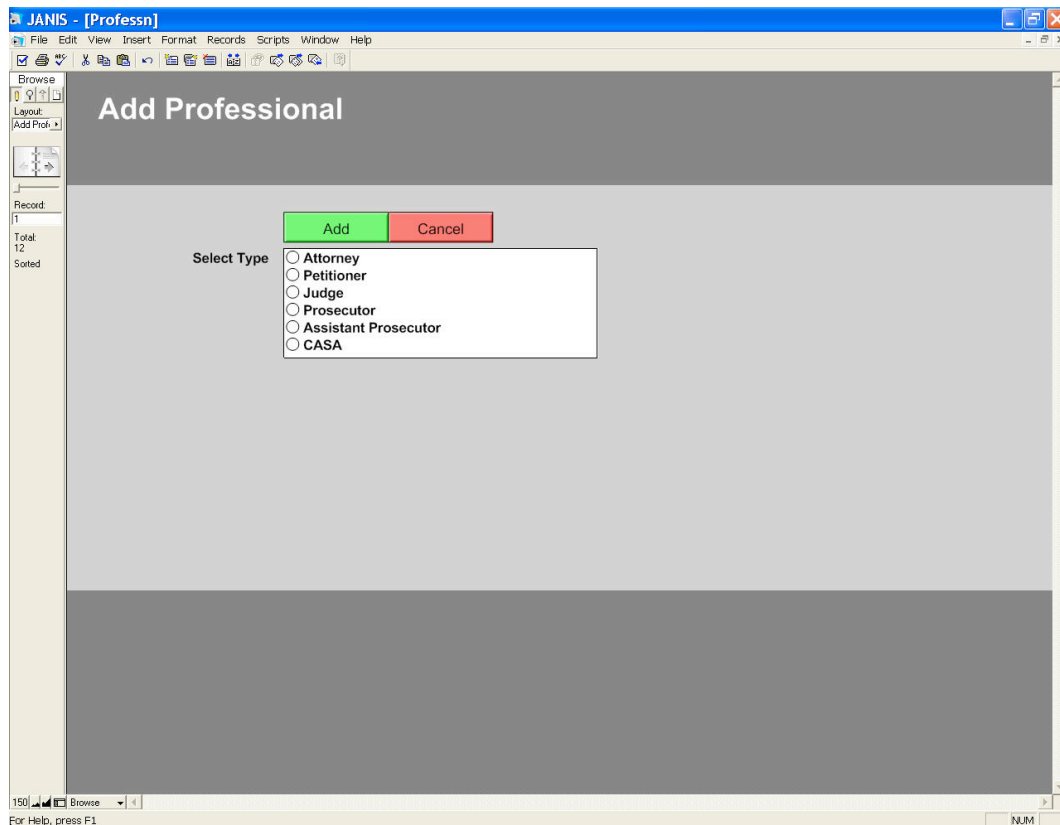


Figure 3

User Tip: If orders will be generated for more than one county for a particular judge (in a multi-county circuit), you will need to enter judge information for each county in which that judge presides. Once you have entered the judge's information for one county, click the *Add Judge Location* button on the "Judge" information screen, and add appropriate information for the additional county location.

User Tip: The fields on the screen will vary depending on what type of professional you are entering. For example, the Bar Number field will appear for attorneys only.

Other “Professionals” Screen Options

Find

To find a specific person such as Judge “John Smith” without looking through the list, click the *Find* button, and enter information to activate the search, such as last or first name. (If the search criteria are not specific enough – for example “John,” the system will display the information for each professional named John found in the database).

Show All

At some points in the program, you can select to display a list of a particular category of professionals (e.g. Judges). To again display a list of all the professionals already in the system click *Show All*.

Key People

Clicking this button will take you to the **Key People** screen for the last case you were in.

View

To see or edit the information regarding a specific professional while in the list, click the *View* button to the left of the name.

Delete

To delete a person from the list of professionals, click on the red *delete* button to the right of his or her information.

C. Settings

This menu option is used to set the default terms and headings for the forms you will be generating. Several defaults can be set – *Case Number Label*, *Include Birthdates for Child(ren)*, *Include Adult Respondent Name(s)*, *Include Judge Name*, *Include Judge Division*, *Child Counsel Label*, *Judge's Signature Placement* (left or right side of page), *Remove Page Numbers*, *Include "Inspected By List" with orders*, *hide "Print or Rich Text Format(RTF)" Dialog Box*, and *Backup button*. (Figure 4)

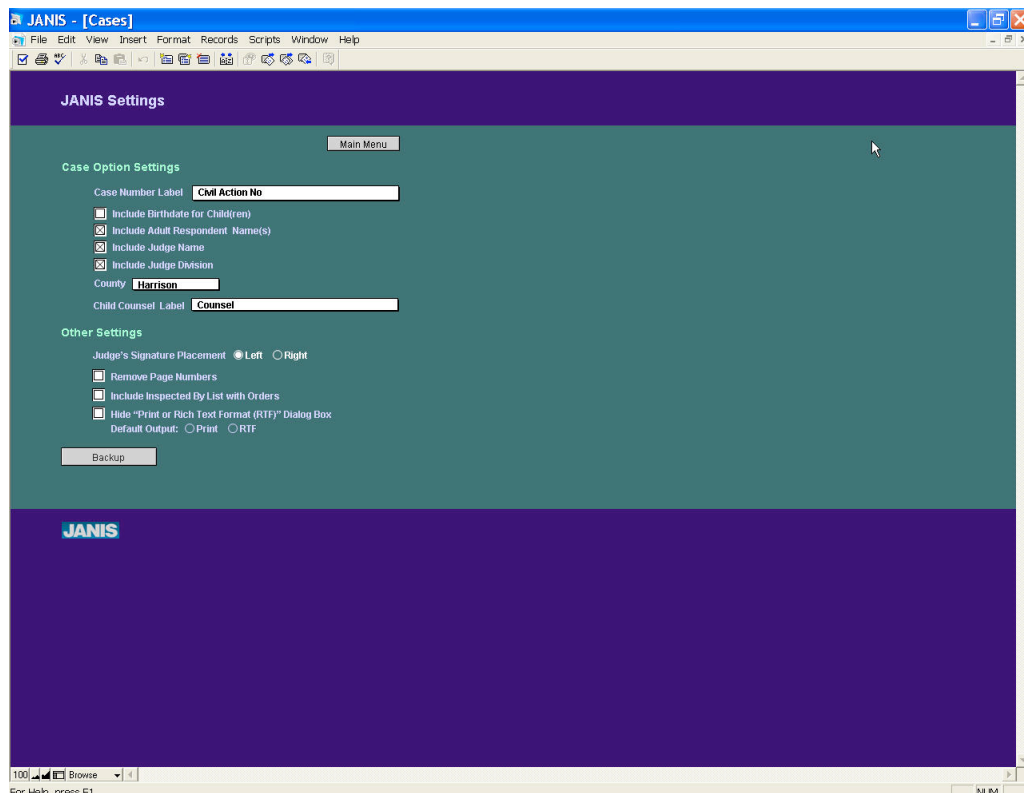


Figure 4

1. Case Number Label

This is the heading used to label the case number. "Juvenile Abuse Neglect No." is the default setting. Another selection, "Civil Action No." is also available. To select this alternative, click in the white *Case Number Label* field and click on the desired default heading. Should you desire to identify your cases by a different label:

- Click on the white *Case Number Label* box.
- Click on *Edit*.
- Edit an existing label, or beginning on a new line, add an additional label.
- Type in the label exactly as it should appear in the form.
- Click *OK*.
- Click again on the white field beside *Case Number Label*.
- Select the new label you have entered and click on it.
- This label will be the default label unless you return to this screen and change it.

2. Include Birthdate for Child(ren)

This setting permits you to show the birth dates of the children on all the forms. The default setting will show the birth date. If you desire to omit this field from the forms, click on the box to remove the "X".

3. Include Adult Respondent Name(s)

This setting includes the adult respondents' names in the case caption.

4. Include Judge Name

This setting allows you to include the Judge's name in the case caption.

5. Include Judge Division

This setting permits you to include the Judge's division identification in the case caption.

6. County Selection

Select the county in which the case is pending.

To edit or add a county:

- Select "Edit" from the drop-down list
- You may then edit (or delete) any county on the list, or beginning on a new line, add another county
- Use the name without "County" (e.g. enter "Hardy" not "Hardy County")
- Click OK
- Click again on the white field under "Select County" and click on the desired county name

7. Child Counsel Label

This setting permits you to select the term used to refer to the child's (children's) counsel.

8. Judge's Signature Placement

Allows you to determine on which side of the page the Judge's signature line will appear.

9. Remove Page Numbers

This setting will remove the page numbers from the printed order.

Note: If the “RTF” feature is used to send a form to Microsoft Word® or Corel WordPerfect®, you must add the page numbers (if desired) through the settings in the word-processing software.

Figure 5 shows an example of a printed form, and where and how the system defaults for the case heading appear.

JANIS - [Forms]

File Edit View Insert Format Records Scripts Window Help

Preview
Layout:
Print 03_

Page:
1

Total:
?

Script:
Continue

IN THE CIRCUIT COURT OF HARRISON COUNTY, WEST VIRGINIA

IN THE INTEREST OF
Martha Smith 04/12/2003
Billy Smith 2/23/2005

Civil Action Nos.
06-JA-13
16-JA-12

Judge Thomas A. Bedell, Division 2

Adult Respondents:
John Smith
Mary Smith
Joe Jones

ORDER FOLLOWING PRELIMINARY HEARING

On September 4, 2006, a preliminary hearing was held before this Court.

The following persons were present:

The Department, by John Jones; Patricia Dettori, Assistant Prosecutor; ; Mary Dyer, counsel for the children.

Upon consideration of the pleadings filed, the arguments of counsel, the evidence presented and any exhibits filed, this Court FINDS:

There exists imminent danger to the physical well being of the children and there

Child Counsel Label

Figure 5

10. Include “Inspected By” List with Orders

This setting will allow you to print an “Inspected By” list with each order you print. If this option is not selected, you may still print the “Inspected By” list for an individual order by checking the “Print Inspected By List” box on the “General” tab of each order.

11. Hide “Print or Rich Text Format (RTF)” Dialogue Box

This box, when checked, allows you to choose by default what happens when “Print” is selected on an Order. If you select the “Print” radio button in this dialogue box, the Order will be printed from JANIS. If you select “RTF”, JANIS will automatically create a Word or WordPerfect document. If you do not check the box, you will be offered a choice each time you select “Print”.

12. Backup Button

Use the Backup feature to backup all of the data in JANIS. When you click on the “Backup” button, JANIS will automatically place all of the data files in the “My Documents” folder on your computer. These backup files all have “JANIS” in their name, so make sure they are not deleted from the “My Documents” folder. If you need to restore the data to JANIS and need assistance doing so, feel free to contact Technical Support (See Section VI).

D. Library

The motions and orders generated by JANIS contain language common to a majority of abuse and neglect cases. In some cases, you may want to use your own language to supplement or to replace that supplied by JANIS. The “Library” feature allows you to enter and save your own stock phrases and paragraphs. Once entered, these phrases and paragraphs can be retrieved during the process of constructing a form.

1. Adding Library Text

To create custom text, click the *Library* button on the Main Menu. This will display the screen shown in Figure 6.

To add and store new text, click *Add* on the **Library** screen. Enter the keyword(s) that will be used to identify the text. Then tab down and enter the text itself in the second box. You may enter as much text as you want.

If the text you wish to add is already part of another document (such as a word processing file), you may automatically enter the text by:

- highlighting the text in the word processing document, right click, and select “copy”;
- navigating to the JANIS **Library** screen as described above;
- selecting *Paste from Clipboard* on the screen. The text will then appear in the Library.

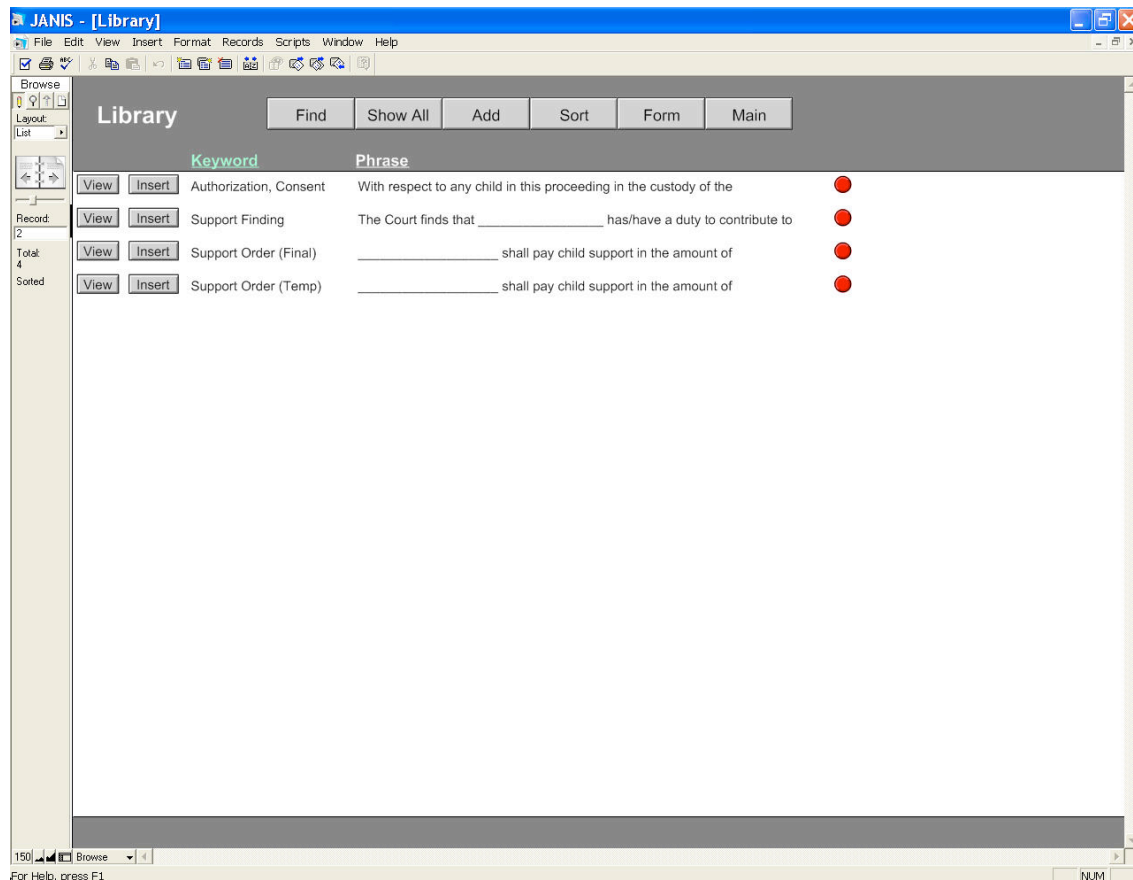


Figure 6

2. Other Library Screen Options

Find

Locates specific user-created text. Type in the search word(s), and click the *Continue* button on the left of the screen. If a match is found, the system will display the entire text. (If more than one match is found a list of matching text will be displayed).

Show All

Displays all user-created text in your library database.

Sort

Displays all library text in ascending alphabetical order by keyword/label.

Forms

Shows the list of existing forms for the case you are currently working on.

Main

Displays the Main Menu

3. Accessing the Library When in a Form

See Section VI.C.5. – “Using Library Text.”

III. STARTING A NEW CASE

A. New Case Wizard

To add a new case:

- Select *Add New* from the Main Menu. JANIS will walk you through the process with the help of the wizard.
- Select the county of jurisdiction.
- Enter the date the petition was filed. **Note:** If the petition is not yet filed, leave blank. The date may be added later on the **Key People** screen.

The wizard will now direct you to input Respondent information.

Figure 7 shows the Enter Respondents screen.

JANIS - [Adults]

File Edit View Insert Format Records Scripts Window Help

Browse

Layout: Add Resq

Record: 1

Found: 1

Total: 6

Unsorted

Enter Respondents 06-1003

Escape Done

Enter contact information for new respondent, when finished with ALL respondents click Done .

Relationship

First Name

Last Name

Address 1

Address 2

City

State WV ZIP

Phone

Select Counsel Select

Add Respondent w/ Same Address Add Respondent w/ Different Address List Respondents Add Attorney

150 For Help, press F1

Figure 7

To enter Respondent information:

- Select the type of Respondent from the displayed choices; to modify or add a type of Respondent, click “Edit” from the drop-down list.
- Enter name and address information.

- Identify the Respondent's counsel by clicking the counsel box and clicking on the correct name from the displayed list.
- If you need to add an attorney to the Professionals list, you may do so by selecting *Add Attorney*. After the attorney information has been added, select *Back* to return to the wizard.
- If you need to enter more than one Respondent, choose from the buttons at the bottom of the screen depending upon whether you will be entering a Respondent with the same address or a different address.
- To review or edit the Respondent data you have entered, click the *List Respondents* button. (To return to the case wizard from the Respondent List, click the *Respondent Entry* button at the top of the screen.)
- To delete a Respondent's information, click the *List Respondents* button, and click the red button next to the entry you would like to delete.
- When you are done entering all Respondents, click the *Done* button.

User Tip: If you are opening a new case and generating an Initial Order (Form 2) in a circuit in which the judge or court staff will fill in the appointed counsel names, select the "X_____ " option from the drop-down list when selecting counsel.

The wizard will now ask you to enter the children information for the case. Figure 8 shows the screen used to enter this information.

The screenshot shows a web-based application window titled "Children". At the top, there's a toolbar with icons for "Records", "Show All", "New Record", "Delete Record", "Find", and "Sort". Below this is a navigation bar with "Layout: Wizard Entry", "View As", and "Preview" buttons. The main heading is "Enter Children". Below the heading are two buttons: a red "Escape" button and a green "Done, Choose Counsel" button. A text box below these buttons says "Enter child information, when finished adding ALL children, click Choose Counsel." The form contains several input fields: "Civil Action No." (with a note "If not known, can be added later."), "First Name" (with a note "ID 1000"), "Last Name", "Birthdate" (with a note "Birthdate Required"), "Age", "Sex" (with radio buttons for "M" and "F" and a note "(Enter as MM/DD/YYYY)"), and "Social Security Number" (with a note "Social Security Number Required. If not known, can be added later."). There are also optional fields for "Address 1", "Address 2", "City", "State" (with a dropdown menu showing "WV"), and "ZIP". At the bottom of the form are three buttons: "Add Child w/ Same Address", "Add Child w/ Different Address", and "List Children". On the right side of the form, there is a table titled "List of All Children in this Case" with columns "CAN" and "Name". The table is currently empty.

Figure 8

To enter the children's data:

- Enter the Civil Action Number (or whatever identifier is the default for your system).
- Enter the child information.
- To add more children, click either the *Add Child with the Same Address* or *Add Child with Different Address* and enter the next child's information.
- When all children in the case are entered, click the green *Done Choose Counsel* button.
- If more than one child is involved in the case, select whether they will have *Individual Counsel* or *Joint Counsel*.
- Select the counsel assigned to the children or add a new attorney and click *Back* to return to the wizard.
- To assign children's CASA, click *Choose CASA*. (This can also be done later from the **Key People** screen.)
- Click *Done*.

Next, the wizard will ask you to select the professionals for the case by displaying the **Key People** screen - Figure 9.

By clicking the respective *Select* buttons:

- Select the Petitioner.
- Select the Prosecutor or Assistant Prosecutor.
- Add appropriate information for Co-Petitioner if applicable.
- Select the Judge.
- Professionals may be added to the system by selecting *Add Professionals*.
- You may now add anyone else entitled to notice in the case under the *Others* tab.

You have now completed opening a new case. If you wish to immediately proceed with creating a new order or motion in this case, click *List Forms*, then click *Create* in the message window and choose the type (order or motion) and then select the specific form. (See Section V.B.) below for general instructions on creating a new form.)

CIRCUIT COURT OF PRESTON COUNTY

Key People

View Summary | Print Summary | List Cases | List Forms | Main Menu

Family | Professionals | CASA | Others | Timeline

Date Petition Filed: April 26, 2008

Children

Add	New	Case No	Name	Date Filed
<input type="checkbox"/>	<input type="button" value="View/Edit"/>	12345	John Doe	01/01/08
<input type="checkbox"/>	<input type="button" value="View/Edit"/>	12345	Jane Doe	01/01/08
<input type="checkbox"/>	<input type="button" value="View/Edit"/>			

Change Counsel Status:

Respondents

Add	New	Name	Address	Date Filed
<input type="checkbox"/>	<input type="button" value="View/Edit"/>	John Doe	123 Main St, Harrisburg, PA 17101	01/01/08
<input type="checkbox"/>	<input type="button" value="View/Edit"/>	Jane Doe	456 Main St, Harrisburg, PA 17101	01/01/08
<input type="checkbox"/>	<input type="button" value="View/Edit"/>	John Doe	789 Main St, Harrisburg, PA 17101	01/01/08
<input type="checkbox"/>	<input type="button" value="View/Edit"/>	Jane Doe	101 Main St, Harrisburg, PA 17101	01/01/08

JANIS

Figure 9

IV. VIEWING AND MODIFYING CASE INFORMATION

To review or edit case information, click the four different tabs on the **Key People** screen – *Family* (Figure 10), *Professionals*, *CASA* and *Other*. Additional people involved in the case may be added on the **Key People** screen at any stage.

For example, if after reviewing the information regarding the family by pressing the *Family* tab you realize you forgot to enter a child, click the *Add New* button to the left of the children information, and JANIS will display a new screen on which you can enter the additional child information.

You may edit information regarding anyone listed on the “Family” tab or on the “Others” tab by clicking the *View/Edit* button beside each name. To edit information concerning professionals, see Section II.B.1. above.

You may delete an individual by clicking the red *Delete* button.

JANIS - [Cases]

File Edit View Insert Format Records Scripts Window Help

CIRCUIT COURT OF HARRISON COUNTY

Key People

View Summary | Print Summary | List Cases | List Forms | Main Menu

Family | **Professionals** | CASA | Others

Add/Modify Professionals

County: Harrison Date Petition Filed: September 11, 2006

Prosecutor > 0006 Assistant Prosecutor
 Patricia Dettori
 Main St.
 Clarksburg, WV 26301

Petitioner > 0004 Jones (DHR)
 John Jones
 W.V. Department of Health and Human Resources
 Pike St
 Clarksburg, WV 26301

Co-Petitioner Name: Lizzy James
 Address: Fifth St
 City, State, ZIP: Clarksburg, WV 26301
 Phone:

Co-Petitioner Counsel >

Judge > 0005
 Thomas A. Bedell
 Harrison County Courthouse
 Main St
 Clarksburg, WV 26301

Room: Fourth Floor Division: Division 2

JANIS

100% For Help, press F1

start My Yahoo! - Micro... JANIS - [Cases] 5:05 PM

Figure 10

The **Key People** screen, in addition to four tabs, has five header buttons:

View Summary

Displays a summary page for the case. To return to the **Key People** screen after viewing the summary, click the *Continue* button on the left margin of the screen.

Print Summary

Prints the summary page. This will provide a useful summary of key case information.

List Cases

Displays all cases currently in JANIS.

List Forms

Displays a list of existing orders and motions for the case.

Main Menu

Returns you to the Main Menu.

V. USING THE TIMELINE

The “Timeline” feature is a useful tool that enables you to determine various deadlines in your abuse and neglect case. JANIS will calculate these deadlines based upon information you enter as the case progresses, using the applicable statutes and court rules and statutes. Each deadline is based on an event you create in JANIS.

A. Accessing the timeline.

The timeline screen is accessed by clicking on the *Timeline* tab on the *Key People* screen, or by clicking on the *Timeline* button on the list of cases.

B. Timeline Screen

The timeline screen offers four tabs:

1. “Unfiltered”, which shows events for all Respondents and all children;
2. “By Respondent,” which allows you to view events for one Respondent only by selecting Respondent’s name from the drop-down list that appears when you click “Select Respondent Filter;”
3. “By Child”, which allows you to view events for one child only by selecting the child’s name from the drop-down list that appears when you click “Select Child Filter;”
4. “Reports,” which permits you to prepare various customized reports.

C. Add an Event

To add an event, click the “Add Event” button on either the “Filtered” or “Not Filtered” tab (it is recommended that you create events from the “Not Filtered” tab). You will then be prompted to select an event that has already occurred, such as “Petition filed, with removal” you will be prompted to provide the date the event occurred. Then click “Continue.” Next, you will be prompted to select the individuals to whom this event applies. After you have made the selection, click “Continue.” JANIS will then calculate the deadlines for applicable follow-on events. These new events (such as a Preliminary Hearing and an Initial MDT) will appear under the “Planned Events” column on the right-hand side of the screen.

When a follow-on event is scheduled, enter the scheduled date and time by clicking in the “Scheduled For” field for that event.

User Tip: You can send email notification of scheduled events by clicking on the envelope icon to the right of the “ Scheduled For” field. JANIS will pre-fill the email with the addresses of attorneys involved in the case provided that you have entered that information on the professional screen.

After the event has occurred, click on “√” to the left of the *Scheduled For* field. If the event occurred (or the Order has been entered, whichever applies) on a date other than that shown in the *Scheduled For* field, first edit the event by clicking on the *Edit* button to change the date as applicable, and then click on the “√”. When the “√” is selected, the event will be moved to *Completed Events* and any related follow on events will be created.

D. Reports

JANIS will print reports of planned and historic events for single Respondents or single children, or for every Respondent and every child in a case.

Timeline reports are created by either clicking on the *Reports* tab of the Timeline or by clicking on the *Timeline Report* button to the right of the Respondent’s name or the child’s name and the *Family* tab on the *Key People* screen.

User Tip: To see the history of the entire case at a glance, select the *Not Filtered* tab on the timeline. To see the history of a particular Respondent at a glance, select the *Filtered* tab, then select the Respondent’s name from the list that appears when you click in the *Select Respondent Filter* field.

VI. WORKING WITH A CASE

A. Selecting a Case

To locate and access an existing case, from the Main Menu click either *List* or *Find*.

- **List**

Clicking *List* will display all cases in JANIS. Cases may be sorted by the Child's last name, the County, or the Date Filed, by clicking on the button above the desired column. You may view the key people for a particular case by clicking the *Key People* button beside the case. You may also view a list of forms previously created (or create a new one) in a particular case by clicking the *Forms* button beside the case.

- **Find**

To locate and access a specific case in JANIS, click the *Find* button on the Main Menu. Then enter any of the search criteria shown on the screen, such as child's name, case number, or county. You can enter partial information, such as the first three letters of the last name, for example. If the criteria you enter are not specific enough to isolate one case, all qualifying cases will be displayed, and you will be able to select the one you want.

B. Creating New Forms

To create a new form:

- Select the case through the *List* or *Find* option under *Cases* on the Main Menu
- Click the *Forms* button next to the desired case
- Click the *Add Form* button
- Select either *Add Motion*, *Add Order*, *Add Petition*, or *Case Status Report*.
- Choose the form and click the *Create* button.

User Tip: Until you are familiar with the form you are working on, first review all screens, and then make liberal use of the *Preview* feature in order to see how the form organized.

C. Standard Screen Features

Because each form is different, the process of creating the form itself is unique to each order and motion. However, many features are standard across all forms. Before generating a motion or order, review these common features.

1. Common Fields

These fields appear on each form:

- Form title
- Action buttons and/or tabs
- Children's names and case numbers

- Name of judge
- Screen page numbers or tabs (if more than one screen is necessary to generate a form)

2. Common Features

- Ability to edit the title of all forms (See section 4 below)
- Ability to incorporate stored text in all forms (See section 5 below)
- Ability to check spelling (See section 6 below)
- Ability to print recipient lists (orders) (See section 7 below)
- Ability to print signature lines for persons who inspected an Order (See section 8 below)
- Converting to a Word® or WordPerfect® document (See section 9 below)
- Selection of hearing attendees (orders) (See section 10 below)
- Ability to automatically generate a Notice of Hearing (motions) (See section 11 below)
- Ability to automatically generate a Certificate of Service (motions) (See section 12 below)

User Tip: In most white text boxes (such as the boxes labeled “Additional Recitals” or “Additional Orders”), any formatting (paragraph indents, etc.) is already provided for the initial paragraph. If additional paragraphs are added to the text boxes, use the “Enter” key to indent. Using the “Tab” key will move the cursor to another box.

3. Text Boxes

- White text boxes (with or without supplied text) can be modified either by typing, or by inserting text from your Library
- Gray text boxes contain text supplied by JANIS that cannot be edited, and serve only as on-screen previews

4. Editing Form Titles

- Click the *Edit Title* button at the header portion of the screen
- Enter the new title
- Due to unique features of some forms, edit title functions are tied to main-screen choices (Forms 8, 9, 13, 20, 21, 50, and 51)

5. Using Library Text

To add stored text to a text box in a form:

- Place the cursor in the text box at the point where the stored text is to be inserted.

- Click the *Get Text* button adjacent to the white text box. This will display the **Library** screen.
- From the **Library** screen, select the text to be inserted from the list, or click the *Find* button and locate the desired text.
- Click the *Insert* button.
- This places the stored text in the previously selected location. Once this text is entered in the box, it may be edited. Additional library text can also be added to the same box.

6. Check Spelling

JANIS will automatically underline, in red, a misspelled word. When this occurs, right-click on the word and select suggested spellings and then select the correct spelling of the word. Alternatively, instead of selecting a word, you may select “spelling” for a more complete list. If you want JANIS to ignore this word and future occurrences of the word, select “Ignore All”.

7. Print Recipient List

To print a list of people to whom a copy of the Order should be sent after it is entered, click on the button labeled “Print Recipient List With Order.” The box is located near the top of the first page on all orders. JANIS will print a list of names and addresses of all counsel of record and *pro se* parties.

8. Print "Inspected By" List with Order

To print signature lines for people to acknowledge that they have inspected the order, click the button labeled "Print Inspected by List with Order."

9. Converting to a Microsoft Word® or Corel Word Perfect® document

To save a JANIS form as a Microsoft Word® or Word Perfect® document:

1. Click on the “Print” button while viewing the Order you desire to save (**do not use the “Print” feature in the “File” drop-down menu**);
2. Click the “RTF” button;
3. Name the document in the box labeled “File Name.” For Microsoft Word ® documents, add the extension “.doc”; for Word Perfect® documents, add the extension “.wpd”;
4. Select the folder in which you want to save the file;
5. Click “Save.”

User Tip: If you want to immediately open the file in Word or Word Perfect, check the box labeled “Automatically Open File.”

10. Attendees Screen

All orders other than Forms 1 and 2 note the appearances of parties and counsel. You **must** note the attendance of parties and counsel by clicking on the *Attendees* button, which is located near the top of the first screen. JANIS will display the **Hearing Attendees** screen on which the appropriate selections should be made. To return to the order screen, click on the *Back* button at the upper right of the screen. If desired, the non-appearance of any party or counsel may be noted in the *Additional Recitals* box just below the *Attendees* button on each order form.

11. Notice of Hearing

Form 5 (in the Motions list) is a form Notice of Hearing. A Notice of Hearing may be generated either by creating a separate form by choosing Form 5 from the **Create Motion** list, or by clicking on the *Notice of Hearing* header button while working on a particular Motion. If the Notice is accessed from a particular Motion form, JANIS will prepare the Notice based upon the title of that Motion. This title may be edited. If the Notice of Hearing is created separately, you will need to enter the title of the Motion. If you entered the form from a Motion, you may return to the Motion screen by clicking on the *Back to Motion* button. **Note:** Before returning to the Motion screen, you may print the Notice, or you may print it after printing the Motion. In either case, it requires a separate print command.

User Tip: The **Notice of Hearing** form and the **Certificate of Service** form each require the names of recipients to be updated before the form is printed. On the **Notice of Hearing** screen, the names are updated by clicking on the *Get Names* button. On the **Certificate of Service** screen, click on the *Get/Refresh Names*

12. Certificate of Service

Form 49 (in the Motions list) is a form Certificate of Service. Like the Notice of Hearing, it may be generated either by creating a separate form by choosing Form 49 from the **Create Motion** list, or it may be accessed by clicking on the *Certificate of Service* header button while working on a particular Motion. If it is accessed from a particular Motion form, JANIS will prepare it based upon the title of that Motion. This title may be edited. If the Certificate is created separately, you will need to enter the title of the document being served. If you entered the form from a Motion, you may return to the Motion screen by clicking on the *Back to Motion* button. **Note:** Before returning to the Motion screen, you may print the Certificate, or you may print it after printing the Motion. In either case, it requires a separate print command.

13. Previewing Without Printing

To review a form without sending it to the printer:

- Click the *Preview* header button. You will see the preview of the printed form
- Click the *Page* icon in the left margin to scroll through the pages of the form (shown at right)
- Click the *Continue* button to return to the form screen



14. Previewing and Printing

To review a form and send it to the printer:

- Click the *Print* header button. You will see a preview of the printed form. To fully preview before printing, click the *Page* icon in the left margin to scroll through the pages of the form
- Click the *Continue* button to bring up your printer dialogue box
- If you are ready to print, click *OK*; otherwise, click *Cancel* to return to the form screen
- If you have selected *Print Recipient List With Order*, a second print dialogue box will appear. Click *OK* to continue.

15. Insert Blank Lines

This check box feature on the upper right section of every JANIS order allows you the option of adding blank lines above the judge's signature line for formatting purposes.

VI. TECHNICAL SUPPORT

For technical support, visit our website at www.wvjjanis.com or e-mail us at support@wvjjanis.com. Also, you may call John Hedges at (304) 296-0123, or Pete Conley at (304) 624-6391.

To receive notices of periodic updates, please go to the Technical Support section of the website and register your name and e-mail address.

Additionally, hearing checklists for JANIS orders may be downloaded from our website.